

§175-32D/§175-32E Preliminary Subdivision Plan - Checklist

Note: We recommend that this checklist be included with the submittal of the plan. A written explanation for any omissions from these submission requirements should be included if any box for applicant's initials is blank.

Applicant: _____

Description of Land: _____

Type of Development: Cluster _____ Conventional _____ DSPB _____ Special Res. _____

Date of Application: _____

Reference	Information Required	Applicant's Initials	Staff Initials
§175-32E PRELIMINARY SITE DEVELOPMENT PLAN			
Submission of a preliminary site development plan is not required but is recommended			
§175-32E(2)(a)	List of all waivers, citing the specific provisions of the Subdivision Rules and Regulations that are needed for the definitive subdivision plan to be approved.		
§175-11E(3)(a)	Site Analysis Map (see §175-11A(1)).		
§175-11E(3)(b)	Locus-context Map (see §175-11A(2)).		
§175-11E(3)(c)	Property Rights and Dimensional Standards Plan (see §175-11A(3)).		
§175-11E(3)(d)	Site Construction Plan (see §175-11A(4)).		
§175-11E(3)(e)	Street Layout Plan and Street Profile Plan (see §175-11A(5)).		
§175-11E(3)(f)	Utilities Plan (see §175-11A(6)).		
§175-11E(3)(g)	Landscape Plan (see §175-11A(7)).		
§175-11E(3)(h)	Table of Development Data (see §175-11B(1)).		
§175-11E(3)(i)[1]	If applicable, written, specific proposal dealing with any of the conditions as outlined in §175-11C(1) through (8).		
§175-11E(3)(i)[2]	Hydrologic and Drainage Analysis (see §175-11B(2)).		
§175-11E(3)(i)[3]	Soil Surveys, Test Pits or Test Borings (see §175-11B(3)).		
§175-11E(3)(i)[4]	If a sketch plan was filed, a written response to the Planning Board's comments and recommendations in its decision.		
IF THE PROPOSED DEVELOPMENT WILL REQUIRE THE ISSUANCE OF A SPECIAL PERMIT WITH			

Reference	Information Required	Applicant's Initials	Staff Initials
SITE PLAN REVIEW FROM THE PLANNING BOARD:			
§175-62D(2)	<p>If a cluster subdivision, special residential development, or development with significant public benefit is proposed, in addition to the information required by §135-14A of the Zoning By-Law and §175-11E of the Development Regulations, an application for approval of a preliminary site development plan shall also include:</p> <ol style="list-style-type: none"> a CALCULATION OF DEVELOPMENT as required by §135-48C and §135-48D of the Zoning By-Law; and a written narrative describing how the proposed plan meets the requirements in the following paragraphs of the Zoning By-Law: <ul style="list-style-type: none"> -§135-44A Objectives, - §135-48B Objectives, - §135-48E Criteria for Approval, and - give examples of the benefits listed in §135-49D(1)¹. <p>THE APPLICANT SHOULD ALSO REVIEW THE PLANNING BOARD'S "GUIDELINES FOR CLUSTER DEVELOPMENT"</p>		
§175-62D(2)	<p>If a conventional subdivision is proposed, in addition to the information required by §175-11E of the Development Regulations, an application for approval of a preliminary site development plan shall also include:</p> <ol style="list-style-type: none"> a delineation of the wetlands and developable site area on each lot and a calculation sufficient to show compliance with §135-36C of the Zoning By-Law. That calculation may be based on an estimate of the wetlands unless the note in §175-11D(5)(e) of the Development Regulations applies. 		
§175-32D INFORMATION REQUIRED The information required in a preliminary subdivision plan, as set forth in Chapter 41, Section 81 L, the State Subdivision Control Law, is:			
§173-32D(2)(a)[1]	Subdivision name, boundaries, north point, date, scale, legend and title "Preliminary Plan".		
§173-32D(2)(a)[2]	Names of the record owner and the applicant and the name of the designer, engineer or surveyor.		
§173-32D(2)(a)[3]	Names of all abutters as determined from the most recent Real Estate Tax Commitment List prepared by the Board of Assessors.		
§173-32D(2)(a)[4]	Existing and proposed lines of streets, ways, easements and any public areas within the subdivision in a general manner.		
§173-32D(2)(a)[5]	Proposed system of drainage, including adjacent existing natural waterways, in a general manner.		
§173-32D(2)(a)[6]	Approximate boundary lines of proposed lots, with approximate areas and dimensions.		
§173-32D(2)(a)[7]	Names, approximate location and widths of adjacent streets.		
§173-32D(2)(a)[8]	Topography of the land in a general manner.		

¹ The reference to §135-49D(1) is to provide the applicant with a list of the types of public benefits but does not mean that an applicant must apply for an increase in the maximum development potential permitted by §135-49. Please note the preference in §135-49D(2) for improvements that benefit the adjacent neighborhood and the site and the requirement in §135-49D(3) that **required** improvements do not qualify as benefits.

Reference	Information Required	Applicant's Initials	Staff Initials
§173-32D(2)(b)[1]	List of all waivers, citing the specific provisions of the Subdivision Rules and Regulations that are needed for the definitive subdivision plan to be approved		
§173-32D(2)(b)[2]	Form B		
§173-32D(2)(b)[3]	Fee		
GENERAL REQUIREMENTS			
§173-32E(2)(b)	A Form B		
§173-32E(2)(c)	Fee (see 2.5.4.7).		
§175-12B(4)	8 black line or ozalid prints.		
§175-10A	Sheet size maximum = 36" by 24".		
§175-10B	Scale 1"= ____'. Is it a common engineering scale? (y / n)		
§175-9D	Signature of all property owners on Form B application (if not applicant).		
§175-9D	If applicant is not owner: is written statement of nature of applicant's interest in property included with application? (y / n)		
§175-9D	If applicant is a corporation: 1. are corporate documents submitted? (y / n) 2. is applicant authorized to enter into agreements on behalf of the corporation? (y / n)		
§175-9E	Does applicant have (or will obtain) necessary rights to perform work in land of others shown on plan? (y / n)		
§175-10C GENERAL INFORMATION ON EACH SHEET OF PLAN			
§175-10C(1)	Title block.		
§175-10C(2)	Name of the applicant, and the property owner if not the same.		
§175-10C(3)	Name, address and imprint of the professional registration stamp of the landscape architect, engineer, or land surveyor responsible for the preparation of each sheet.		
§175-10C(4)	Title for each sheet and a number for each sheet - with sheets consecutively numbered.		
§175-10C(5)	Visual scale, and a north arrow.		
§175-10C(6)	Date of original preparation and the date of each of any subsequent revisions, with the revisions noted.		
§175-10C(7)	If applicable, space for endorsement by the Planning Board, with room for the signature of each member, and the date of the endorsement below the signatures.		
§175-10C(8)	If applicable, reference to a certificate of action or a special permit with site plan review, a covenant and the date of those actions.		
§175-10C(9)	If applicable, space for the Town Clerk's certificate of no appeal and the date of that certification below the space for the Clerk's signature.		
§175-10C(10)	Legend.		